

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

GRAPHIC ARTS DESIGNER SUPERVISOR

JOB DESCRIPTION

Employees in this job serve as first level supervisors, coordinating and directing the work of subordinate personnel in the area of Graphic Arts Design. Work is performed under general supervision and requires knowledge of the practices and procedures of graphic arts design and production programs, and personnel policies and procedures. The employee works within general methods and procedures, exercising considerable independent judgment to select the proper course of action.

There is one classification level in this job.

Position Code Title – Graphic Arts Designer Supervisor

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The employee functions as a first-line supervisor of graphic art designers.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Plans and directs highly technical graphic arts design and production activities.

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Determines the graphic design needs of the requestor and assists in completion of production request forms.

Directs and participates in the selection, design, and production of publications, displays, exhibits, signs, paintings, and other forms of graphic demonstration and presentation.

Estimates costs of different production methods to determine the most economical method for individual projects.

Maintains knowledge of current graphic design production technology including computer hardware and software programs.

Maintains time and cost distribution records and progress reports for individual projects.

Maintains an inventory of supplies and equipment, determines equipment and supply needs, and orders items necessary to accomplish the work.

Acts as graphic design consultant for nonprint projects.

Performs related work appropriate to the job as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of the principles and techniques of graphic composition and presentation.

Thorough knowledge of the methods of graphic art production, including their relative effectiveness and cost.

Thorough knowledge of graphic design technology.

Some knowledge of supervisory and training techniques.

Some knowledge of employee policies and procedures.

Ability to instruct, direct, and evaluate employees.

Ability to provide technical direction to others.

Ability to plan layout and design activities.

Ability to estimate costs of graphic design projects and production.

Ability to maintain inventories of supplies and equipment.

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Ability to maintain records, prepare reports and compose correspondence related to the work.

Ability to effectively communicate with others.

Ability to maintain favorable public relations.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of 90 term (60 semester) hours of college courses, including 36 term or 24 semester hours in graphic design, art, or art education.

Experience

Four years of commercial art or graphic design experience, including two years of experience equivalent to a Graphic Arts Designer E11.

OR

One year of experience equivalent to a Graphic Arts Designer 12.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

Job Code Description

GRAARTSPV

Graphic Arts Designer Supervisor

Position Title

Position Code

Pay Schedule

Graphic Arts Designer Supervisor-1

GRAPSPV1

NERE-102

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